Online Registration Student Guide
2018-2019

All students must register online using the system illustrated below.

Do I Need a New Password?
No, all you need is your current user name & password

How Do I get Started?
The link for online registration is www.dcu.ie/student-registration.shtml which opens from Monday 27\textsuperscript{th} August 2018. This link will bring you into the Webpage as illustrated on page 2 and follow the instructions as indicated throughout this document.

What Do I Do If I Have a Problem?
* Ensure you are using a PC with an Internet connection
* Ensure you owe no outstanding fees to DCU
* Make sure you have followed each step in the following instructions
* If you are still having difficulties you can contact us by email or phone at ba.openeducation@dcu.ie, ict.openeducation@dcu.ie, msc.openeducation@dcu.ie or call 01-7005924, 7005649, 7005328
1. Enter your username
2. Enter your password
3. Log in
On logging in, you will be directed to the registration schedule pertinent to your programme. This is a document which outlines the modules on offer for your programme. Please read the instructions carefully before proceeding to registration and selecting your modules. Click on the ‘**Proceed to Online Registration**’ button.

**Sample Registration Schedule**

BA in English & History  
**Course Short Code:**  
BAEH  
**Course Year:** C  
**Course Offering:** 35  

Bachelor of Arts (Hons) in English and History  
2018-2019  
****IMPORTANT MESSAGE****  
The purpose of this information sheet is to allow you view all modules connected to the Qualification, optional and core. You should print this sheet out and then continue to the next step where your registration will take place.  
It is your responsibility to ensure that you register correctly

**********  
**REGISTRATION RULES**

1. Students on the Bachelor of Arts (Hons) in English and History have a maximum registration period of eight years.  
2. Maximum number of modules you can register for in one academic year is 4. (However, students who do not have specific exemptions for the foundation modules can only take the two foundation modules in their first year)  
3. Please note that you can only register for a post foundation module in a subject if you have successfully passed the foundation module e.g.to register for HIS2 or any post foundation History module you must have successfully completed HIS1 (or have been granted an exemption from the HIS1 module).
4. Modules in the same subject must be taken in numerical order, except where two numerically adjacent modules are taken together in the same year, i.e. taking LIT2 and LIT3 together.
5. You may select no more than two modules from the same subject in any academic year.
6. Lit6: Please note that this advanced module involves the completion of a dissertation. This type of module requires a high level of commitment and therefore students registering for Lit6 should carefully consider the number of other modules they take in that academic year (the feasibility of taking this module in combination with other modules will, of course, depend on the capability of the student and the amount of time the student can dedicate to their studies).
7. His6: Please note that this advanced module involves the completion of a dissertation. This type of module requires a high level of commitment and therefore students registering for His6 should carefully consider the number of modules they take in that academic year (the feasibility of taking this module in combination with other modules will, of course, depend on the capability of the student and the amount of time the student can dedicate to their studies).
8. All modules will be presented in 2018 - 2019.
9. Technology and Online Skills Requirements: Your learning experience as a DCU Connected student is enhanced through the use of learning technology and rich digital media. We understand that students will have varying degrees of technical experience and ability when they begin their studies. Due to the key role technology will play in your studies you should be ready to engage with relevant technologies to a minimum level when you begin your studies. That is, you should be familiar with using email, browsing the Internet, downloading files, and using the word processing package Microsoft Word. When you begin your studies you will then further develop your skills with using technology in your studies. Becoming more confident in the use of technology, as you study, will then help you succeed as an online distance learner. You can find detailed information on the necessary equipment and skills required for DCU Connected students under the section 'Technology Requirements'.

<table>
<thead>
<tr>
<th>Year 5 (Advanced Level Modules)</th>
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<tbody>
<tr>
<td>Lit5: Literatures of the 19th Century: Romanticism to Victorianism</td>
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<tr>
<td>Year 6 (Advanced Level Module)</td>
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<tr>
<td>Lit6: Late 20th Century</td>
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<table>
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<tr>
<th>Year 1 (Introductory Level modules)</th>
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<tr>
<td>Student 2 - Complete 12 Modules in 4 Years</td>
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<tr>
<td>Year</td>
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Last updated July 2018

I have read and understood the above registration instructions.

[Proceed to Online Registration >>]
On this screen you should select ‘Online Registration’ folder on the left hand side of the screen to reveal all steps of the process.
Once chosen, you will see the sequential steps in the registration process to be completed (numbered in blue links on left hand side of the welcome screen). Please ensure to click on each step in order and complete ALL steps of the process to complete your registration.
**Step 1: Equal Access Survey** – During online registration there is an option on the menu to complete a survey. It is **not necessary** for Open Education students to complete this. Please select ‘Step 2’ to continue with the registration process.
Step 2: Add Compulsory Contact Details
You must enter the compulsory contact details in the fields provided. If you are a continuing student and have already entered them in a previous year, you will not need to re-enter. Once complete, press save. To continue, select ‘Step 3’.

Step 3: Add/Update Addresses
You can update your address details here if required. Please check the address recorded here to ensure all records are correct and up to date. Don’t forget to press ‘Save’ beside each address you are entering/updating.

Once saved, continue by pressing ‘Step 4’ on the left hand menu of the screen.
**Step 4: ADD/Update Contact Details**
Students can update/add contact details by entering them in the box provided and pressing ‘Save’.

<table>
<thead>
<tr>
<th>Student Number: 107119</th>
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<tbody>
<tr>
<td>Name: MEEVOPalam</td>
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**Note:** If your communication details have changed, enter the new details in the line provided next to the current communication details. Lines marked with ‘*’ must be supplied. Remember to save the changes with the button provided before continuing with the next process.

<table>
<thead>
<tr>
<th>Current Details</th>
<th>New Details</th>
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<tr>
<td>Next of Kin Telephone</td>
<td>Update / Enter Details Here</td>
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<tr>
<td>02/155565</td>
<td></td>
</tr>
<tr>
<td>Name of Next of Kin</td>
<td>Update / Enter Details Here</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Mobile Number</td>
<td>Update / Enter Details Here</td>
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*Legend:*
- **Student Web**
  - Online Registration
  - Step 1: Create Access Details
  - Step 2: Add Compulsory Contact Details
  - Step 3: Add Update Address
  - Step 4: ADD/Update Contact Details
  - Step 5: Rules & Regulations
  - Subject Selection
  - Step 6: Confirmation of Modules Choices
  - Step 7: Accommodation Type
  - Step 8: Cost of Registration
  - Step 9: Fees-Payment
  - Payment History
- **Biographic Details**
  - Res-Earn-Registration 213
  - Mpnial from Programme
  - Student Fee Menu
Step 5: Rules and Regulations

Subject Selection

Here you will see the Rules and Regulations of registering as a DCU student. Please scroll down through the page and read carefully. You can accept what you have read by pressing the ‘I Accept’ button at the bottom of this page. This will automatically take you through the next stage of registration. If you do not press ‘I Accept’ button, subjects will not populate in the Subject Selection page.
Step 6: Confirmation of module Choices

Subject Selection – You must select your subjects to complete the registration process. Please ensure that you are following the instructions given to you within the registration schedule to guarantee you register for the correct number of modules (max. 4 etc). Your registration schedule is available by clicking on the ‘View Registration schedules’ box. It is important to read this schedule prior to registering as fees can be incurred unnecessarily when registering incorrectly.

Your choice of modules will be listed in second half of the screen. Students can select the modules they wish to register for by selecting the desired boxes.

Once you are certain of the module(s) you are choosing, press ‘continue’ button to bring you to the next step. Remember it is **your** responsibility to ensure that you are registered for the correct modules.
Confirmation of modules Choice: This page confirms the modules you have chosen. Please review this to ensure you have registered correctly.
**Step 7: Accommodation Type:** On this step you will be asked to update the accommodation that you are going to be living in during your time in DCU. Open Education students can select ‘Step 8’ on the left hand menu of the screen to continue.
Step 8: Cost of Registration: this details the cost of registration for your programme of study, should you wish to print it for your records. It can be printed out using the ‘Printer Friendly Format’ button. This should be used as an invoice for students who are being sponsored by their employer or for students applying for loans to cover their fees.
Step 9: Fees Payment  Open Education students are required to pay full module fees on registering. Please note your student identification card will not be issued until you have paid your fees.

Once you arrive at Step 9: Fees Payment, you will see the total outstanding fees on your account (Amount Now Due). You should click ‘Proceed’ and you will be able to select how you wish to pay.
Methods of Payment 1
If you are paying fees with your credit/debit card please select ‘Option 1: Online Payment (E-payment)’.

Once you select the Online Payment option, you will be taken to the below screen to fill in your details. The amount due at this time will auto-populate in the ‘Amount To Pay’ field. You should then enter the ‘Card Holder Name’ as it appears on the credit/debit card. They ‘Payment Type’ will be set at ‘Student Fee Payment’. Once complete, press ‘Pay Now’.
You are then brought to a secure payment screen where you will enter your card details. Click the “Pay Now” button to proceed with payment. As there is a limit of €1,500 per day on visa debit card payments you may need to make multiple payments over a couple of days. If this is the case, please login as before and go directly to Step 9 ‘Fees Payment’ and continue.
Method of Payment 2

If you are applying for a Bank of Ireland loan to pay for your fees you can print off a copy of the ‘Cost of Registration’ by selecting ‘Option 3: Bank of Ireland – College Finance Loan’. This should be used as proof of registration when making a loan application to the bank.

To print the cost of registration document select ‘Print Friendly Format’ and ‘Print’.
Methods of Payment 2

The ‘Cost of Registration’ sheet should also be used as proof of registration by students who secure fee payments by their employer.

To print the cost of registration document select ‘Printer Friendly Format’ and ‘Print’.
Logout of the system

Registration is now complete.